Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

EXTERNAL EXAMINER NOMINATION AND APPROVAL GUIDELINES

I.   OBJECTIVE

Provide guidelines to be followed by the External Examiners, the designated contact person(s) in each school, Directors of Teaching and Learning (UG and PG), Senior Lecturer, and Dean of Graduate Studies for the External Examiner nomination and approval request. (https://forms.office.com/e/bD1QQLcmxz)

II.   DOCUMENT CONTROL

Version	Changes made	Section	Date
00	New Document	All	20th December 2023
01	Graduate Studies Committee	All	25th January 2024
02	Undergraduate Studies Committee	All	30th January 2024

III.   RESPONSIBILITIES

Designated Contact Persons in each School – UG and PGT
- Review the expiration dates of currently registered External Examiners and request the correct action by the School (New nomination/ Extension/Temporary replacement).
- Ensure that all information about the candidate is available before submitting the nomination form.
- Ensure the nominee has the requisite experience in terms of teaching or administering UG/PGT educational programmes.
- Ensure that nominations do not constitute any conflict of interest, including the concentration of examiners or reciprocal arrangement with any one institution and the School/Department (refer Information for Schools - External Examiner Website).
- Consider the existing/upcoming external examiner engagements at other institutions that might complicate the nominee serving at Trinity College Dublin, before submitting the Nomination Form.
- Comply with the External Examiner Nomination deadlines established for each academic year.
- Inform the Quality Office/Graduate Studies Office, if there is any change in the designated contact person in the school to ensure that workflow continues to operate effectively.

DUTL/DTLPG
- Review the nomination form for completeness and the CV for relevance of experience.
- Ensure the nomination complies with the External Examiner Policy-Taught Programmes e.g. Emeritus, timeframe since previous engagement by the School.
- If satisfied with the nomination submitted for internal School approval, progress nomination along relevant flow path- UG or PGT.
- Comply with the External Examiner Nomination deadlines established for each academic year.

Trinity Teaching and Learning (UG) / Graduates Studies Office (PGT)

- Review each nomination submitted by the School for completeness and ensure the criteria established for the External Examiner in the [External Examiner Policy-Taught Programmes](#) are met.
- Review the expiration dates of currently registered External Examiners and ensure the correct action has been taken by the School (New nomination/ Extension/Temporary replacement).
- Ensure the maintenance of records associated with external examiner nominations in the relevant folders ([EE Nomination Forms](#)) on SharePoint.

Senior Lecturer / Dean of Graduate Studies

- Review the nomination form and CV and approve External Examiner nominations submitted by each School, ensuring that they meet the established criteria.
- Comply with the established timelines for the External Examiner approval process.
- Ensure that the Consolidated List of External Examiners is sent to the Academic Council for noting.

External Examiners

- Submit their CV and supporting information to ensure set-up on Trinity College systems.
- Comply with the [Terms and Conditions for Data Processing by External Examiners](#)

IV. GUIDELINES

External Examiner Nomination and Approval Process

- The starting dates for the submission of External Examiner Nominations are:

| Undergraduate | January 29th, 2024 |
| Postgraduate Taught | February 22nd, 2024 |

Schools will have up to **three weeks** after these dates to submit their applications.

- The nomination form must be completed and submitted through the online process shared in the following link: https://forms.office.com/e/bD1QQLcmxz

- All parties involved in the nomination and approval process are asked **not to download** the Nomination Form and External Examiner CV to their computers, as this represents a breach of EU GDPR regulation.

- Every review and approval process must be done in the MS Teams App held by every party on their own device. In the cases when a general account is being used to review and approve, the name of the person must be written in the *Comment Box* available. The following image shows the steps to manage the approvals on Teams App:
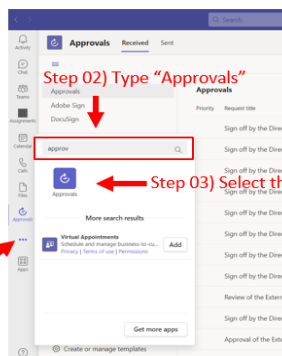
Tips to manage Approvals section on Teams

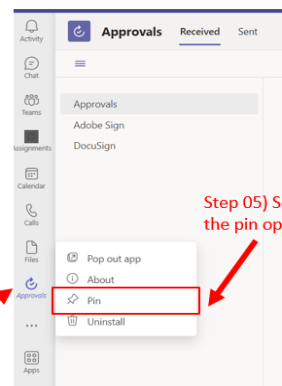### How to pin the Approvals section on your Teams App

I. To pin the approvals section in your Teams App, and have it visible, open your Teams App and go to the 3 dots shown at the bottom of the taskbar on the left side. In the search engine type "Approvals" and select the icon shown.

Step 02) Type "Approvals"

Step 03) Select this app

Step 01) 3 dots on the taskbar

II. Once the Approval icon is displayed on your taskbar, do a right click with your mouse and select the "Pin" option to lock this section.

Step 05) Select the pin option
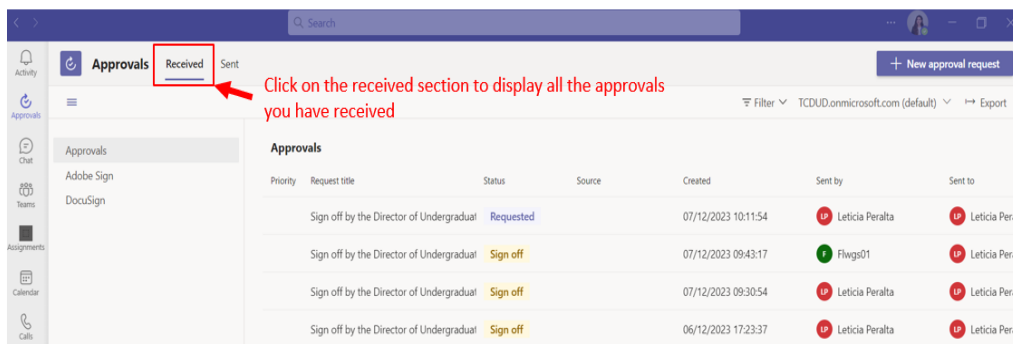
Step 04) Right click on the Approval icon

Tips to manage Approvals section on Teams

Managing all your approvals

Once you are on your approvals, make sure to click on the **Received** section to visualize all the approvals. A list of all the approvals will be shown on this section:

Click on the received section to display all the approvals you have received

- If a nomination has been submitted after sending the Consolidated List to Council, it will be considered for Noting the following academic year.

- Trinity Teaching and Learning (UG) / Graduates Studies Office (PGT) staff will be responsible to ensure the records management and traceability of External Examiner nominations on SharePoint:

  Undergraduate SharePoint Site: EE Nomination Forms
  Postgraduate Taught SharePoint Site: PGT EE Nomination Forms

V.   INFORMATION RELATED TO THE PROCESS.

All information regarding the role, responsibilities, payment and relation to the schools from the External Examiners can be found in the Trinity Teaching and Learning Web Page: Information for External Examiners - Trinity Teaching and Learning - Trinity College Dublin (tcd.ie) or Information for School Information for Schools - Trinity Teaching and Learning - Trinity College Dublin (tcd.ie).

The External Examiner Nomination and Approval Process Map and step by step instructions for each role within the process will be available on the Information for Schools - Trinity Teaching and Learning - Trinity College Dublin (tcd.ie) and Key Resources - Trinity Teaching and Learning - Trinity College Dublin (tcd.ie), **followed approval by Committee.**

VI.   RECORDS

Maintenance of records will be guided by the University Records Management Policy and Records Retention Schedule:
– Nomination for the Appointment of External Examiner to Taught Programmes (Form)
– External Examiner CV